

VACANCY NOTICE

The Housing and Community Development Authority is accepting resumes for a Public Information Officer vacancy in the Marketing and Communications Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at kdailey@spd.IN.gov and Emily Duncan at eduncan@spd.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 588828 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

IHCDA

Job Expectations

Title	Public Information Officer	Exempt
Reports to	Marketing and Communications Director	Date last revised: March 2014
Supervises	None	
Summary	The Public Information Officer contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by organizing and implementing IHCDA's public information activities in order to provide the public and media with timely and accurate information in matters of public interest and to provide a positive organizational image.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	

Key outcomes expected	<ol style="list-style-type: none"> 1. Provides information to media outlets by generating news releases and acting as IHCDAs spokesperson and media liaison to disseminate agency related information to inform and educate the public. 2. Monitors media coverage and responds to media inquiries. 3. Consults with IHCDAs executive and program staff in responding to media inquiries and promoting IHCDAs programs and services. 4. Prepares, reviews, and edits press releases, scripts, articles, brochures, etc. 5. Collects data and reviews materials for media relations and internal/external communications use. 6. Establishes and maintains relationships with representatives of community, employee and public interest groups. 7. Confers with agency personnel to identify trends and key group interests and public concerns. 8. Provides training to employees on media and protocol. 9. With the Marketing & Communications team, responsible for all aspects of IHCDAs...The Magazine, including but not limited to contracts, idea generation, content generation, editing and production oversight. 10. May be responsible for organizing special events such as news conferences and awards ceremonies. 11. Serves as the point of contact for interagency and Legislative (Governor and Lt. Governor) special events. 12. Responsible for IHCDAs social media presence and policies. 13. Develops improved communication tools, to ensure consistent and clear communication of policy and project information. 14. Works with staff in all areas of IHCDAs to improve communication across department divisions (horizontal) and allow the staff to access information on the work of all areas of IHCDAs (vertical). 15. Provides informational guidance and training on IHCDAs programs, practices and procedures for both new and current staff members and contractors. 16. With the Marketing & Communications team, prepares Annual Report and other ongoing documents of IHCDAs (as needed).
------------------------------	--

Critical skills, knowledge, and behaviors	<p>Excellent interpersonal, written and verbal communication and problem-solving skills.</p> <p>Ability to carry out and interpret policy, methods and procedures relating to the conduct of a complete public relations program.</p> <p>Understanding of policy and issues related to housing and community development.</p> <p>Knowledge of current principles and techniques of public information and relations programs.</p> <p>Skilled in writing for a variety of audiences. Ability to write/edit in a variety of writing styles, ability to draft materials on a wide range of topics. Strong editing and proofreading skills.</p> <p>Extensive knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations skills in order to determine the most effective communication media and methods.</p> <p>Able to effectively maintain an effective working relationship with a variety of individuals with diverse backgrounds, education, and economic levels, including internal staff, the public, news media and others contacted in the course of assignment.</p> <p>Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.</p> <p>Skilled in writing press releases in the proper format.</p> <p>Demonstrate an understanding of and sensitivity to the political process and public relations.</p> <p>Able to prioritize multiple requests and meet multiple deadlines.</p> <p>Able to maintain a professional demeanor during stressful and highly visible situations.</p> <p>Able to exercise sound judgment in safeguarding confidential or sensitive information.</p> <p>Thinks creatively, takes initiative, and requires minimal supervision.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Flexibility to respond to changing assignments and agency priorities.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Able to maintain a flexible schedule depending on the needs of IHCD.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Demonstrates customer service orientation.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail).</p> <p>Exceptional ability to produce written documents in the English language using proper sentence structure, punctuation, and grammar.</p> <p>Desktop publishing, graphic design, and HTML skills preferred.</p>
Education, experience, degrees, licenses	<p>Bachelor's degree in Communications, Public Relations, Journalism or a related field and one year of public relations or communications experience, OR Bachelor's degree and four years of responsible public relations or communications experience, preferably in a government, non-profit or housing/community development media setting.</p>

Work environment and physical demands	<p>Must be able to work proficiently with computers and other office equipment.</p> <p>Must be able to travel for meetings throughout the state. Some overnight stays may be necessary.</p> <p>Approximately 85% of the work is performed in an office environment in Indianapolis. Travel comprises approximately 15% of the job performance.</p>
--	--